Glencoe Skill Level Up!

A Skills-Based Language Arts Game

The Legend of the Black Medallion

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The Legend of the Black Medallion

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Preface

Set sail with Captain Tortuga and his band of pirates in search of adventure, fun, and treasure. Follow the clues found in the fabled book, The Legend of the Black Medallion, and you will find fortune beyond your wildest dreams.

Such is the adventure your students will experience as they complete 43 language arts and reading skills activities. Skill Level Up! empowers you, their teacher, to manage classes, create assignments, and monitor progress. You have complete control over which grade level students work at and what level of mastery they must obtain before advancing. This user's manual will show you how to get started quickly and easily.

In Chapter 1, you will learn how to install Skill Level Up!. Chapter 2 will show you how to quickly set up teachers, classes, and students. In Chapter 3, you will learn how to customize your classes and the assignments the students must complete. Finally, Chapter 4 shows students how to jump right into the adventure with Captain Tortuga.

With Skill Level Up!, your students will hardly realize they are learning.

1 Installing the Software

Skill Level Up! is an easy program to install. You can run it on a Windows based machine or a Macintosh.

Determining System Requirements

You can install Skill Level Up! on either a Windows computer or a Macintosh computer using the single disc that comes in your package. Your computer(s) should meet these minimum requirements:

Windows Computers

- Intel Pentium 3 processor 1GHz (Pentium 4 or higher recommended)
- 256MB of RAM
- 120MB of hard drive space
- CD-ROM drive
- Windows 2000, XP
- Flash Player 8.0

Macintosh Computers

- 1.6GHz PowerPC G5 or 1.67GHz Intel Core Duo
- 256 MB or RAM
- 120 MB of hard drive space
- CD-ROM • Macintosh System 4 or Mac OS X 10.4
- Flash Player 8.0

Installing Skill Level Up!

Installing Skill Level Up! is easy. To install the program, you simply need to follow the on-screen prompts. In some instances, you may also need to navigate to certain file locations on your computer. If you do not know how to do this, we suggest you ask your system administrator (or a student!)to install the program.

Installing Skill Level Up! on a Windows Computer

To install Skill Level Up! on Windows:

1. Insert the Skill Level Up! CD into the CD-ROM drive.
2. When the AutoPlay dialog box opens, Click **Run setup.exe.**

   Note: If the AutoPlay dialog box does not open, you will need to open My Computer, navigate to your CD-ROM's location, and double-click **Run setup.exe**
3. Follow the on-screen prompts to complete the installation.

Installing Skill Level Up! on a Macintosh Computer

To install Skill Level Up! on a Macintosh:

1. Insert the Skill Level Up! CD in the CD-ROM drive.
2. When the Finder opens, double-click the **Setup.osx** icon.
3. Follow the on-screen prompts to complete the installation.

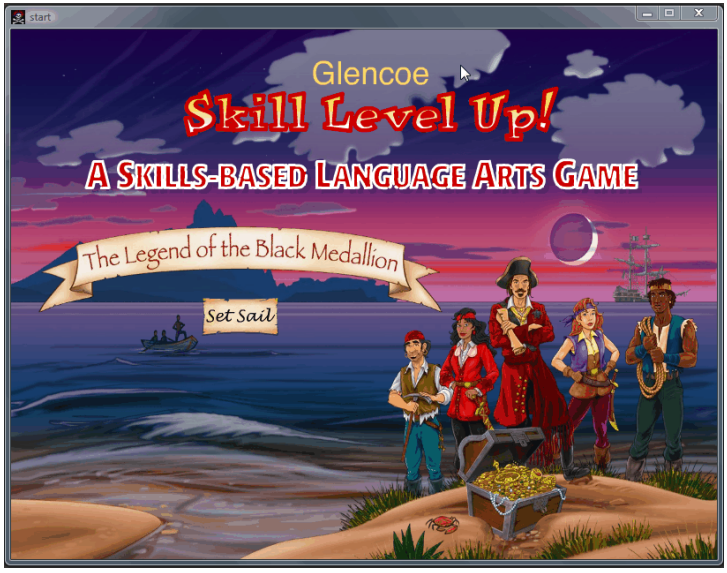
2 Getting Set Up

Before using Skill Level Up! with your students, you will need to set up the program. This requires that you to set up a master user, teacher users, and student users. This chapter will walk you through the steps for doing this.

Running Skill Level Up!

Once Skill Level Up! is installed, you will find its icon on your desktop. Double-click the icon to start the program.

The program will open with a splash screen. Click the **Set Sail** icon to start.



Understanding the Three Levels of Users

There are three levels of users in Skill Level Up!: master, teacher, and student.

Understanding the Master User

The master user can do the following:

- Create teachers.
- Retrieve forgotten passwords.

Understanding the Teacher User

The teacher user can do the following:

- Create other teacher users.
- Create and manage students and classes.
- Create assignments.
- Preview all activities.
- View and print reports.

Understanding the Student User

The student user can do the following:

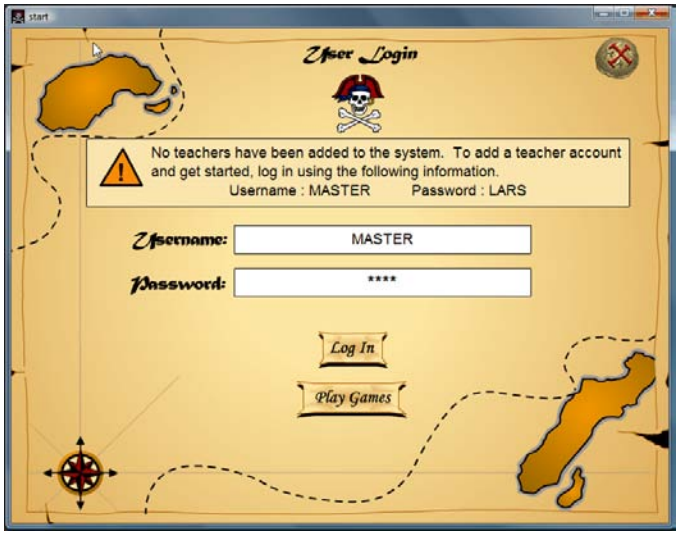
- Complete the assignments.
- View her own reports.

Setting Up the Three Levels of Users

Before students can start learning from Skill Level Up! you must set up each of the three levels of users.

Setting Up the Master User

You must log in as the master user the first time you run Skill Level Up! The user name and password for the master user are built into the system. You cannot change them. The system will provide them for you the first time you open the program. Thereafter, if you forget them, you can find them printed on the Skill Level Up! CD.


User Login
No teachers have been added to the system. To add a teacher account and get started, log in using the following information.
Username : MASTER Password : LARS
Username:
MASTER
Password:
****
Log In
Play Games

Click **Log In** to begin using Skill Level Up!

Setting Up Teacher Users

The first thing the system will ask you to do after you log in as the master user is to set up a teacher user:

1. Enter your first and last name (or the first and last name of the teacher for whom you are creating the account). Create a user name and password. Click **Add**.
2. Enter other teachers if you like, otherwise, click **Exit** to log out as master user.
3. Select **Yes** when asked if you want to log out. This will take you to the User Login screen. There, you can log back in as a teacher.

Setting Up Student Users and Their Classes

Before you set up student users, you must set up their classes. These classes consist of a student roster that allows you to track their progress.

To set up classes:

1. Log in as a teacher. The Teacher Main Menu will open.
2. Click **Create/Manage Classes** to open the Create/Manage Classes screen.
3. Click **Add Class.**
4. In the Class Name field, enter the name of the class you want to create.
5. From the Content Level drop down menu, select the level of content you want to present to the students. This controls the grade level at which

students must work.

6. From the Mastery Level drop-down menu, select the percentage of questions a student must answer correctly to achieve mastery in each skill.

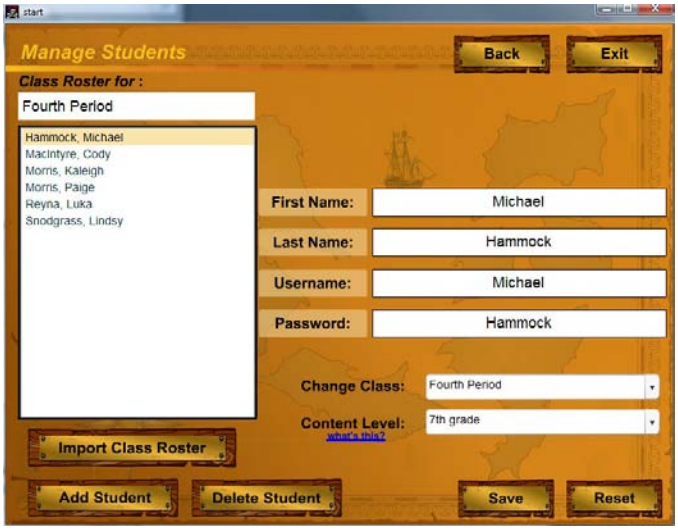
   Note: Once students achieve mastery, Skill Level Up! will allow them to move to the next content level.

7. Click **Save**.

Setting Up Students One at a Time

To add one student at a time to an existing class:

1. From the Teacher Main Menu, click **Create/Manage Classes**.
2. From the Create/Manage Classes screen, click **Add/Manage Students**.
3. After the Manage Students screen opens, click **Add Student.**
4. Enter the first and last name of the student you are adding to the class.
5. Create and enter a username and password for the student.



   Note: The username can only consist of lower and uppercase letters; no special characters or numeric characters. The password can only consist of alpha and numeric characters; no special characters. Each must be at least 4 characters long.

6. Change the class or content level for each student if you wish.

7. Click **Save**.

Setting Up an Entire Class of Students

Rather than adding students to classes one at a time, it is quicker to import an entire class roster at once. To important a class roster:

1. Create a text file of your class roster. Put each student's name on a separate line and format the names as last name, first name.

   Note: If you use classroom management software such as E-Caulk, you can do this simply by exporting your class roster and saving it as a text file. A text file has a .txt extension at the end of its filename. See your classroom management software's manual or system administrator for more information.

2. From the Create/Manage Classes screen, click **Import Class Roster.**

3. Navigate to the file's location on your computer. Select the file and click **Open**. In a few seconds, you will see the names of your students appear in the class roster section of the Manage Students window. The system will automatically assign each student a username and password.

4. Click **Save**.

3 Using the Software

The Teacher Main Menu is where you will start most of your work in Skill Level Up! You have already learned the basics of adding new teachers, creating classes, and adding students. In this chapter, you will explore the other areas of the Teacher Main Menu.

Managing Classes and Students

After you set up classes you will occasionally need to delete them, add more, change the levels of content and mastery, and manage students. You do this from the Create/Manage Classes screen.

Deleting Classes

To delete a class:

1. Open the Create/Manage Classes screen.
2. Select the class you wish to delete by clicking the class name in the left-side panel.
3. Click **Delete Class**.
4. Click **Yes** in the confirmation box.

Changing the Content and Mastery Levels for Classes

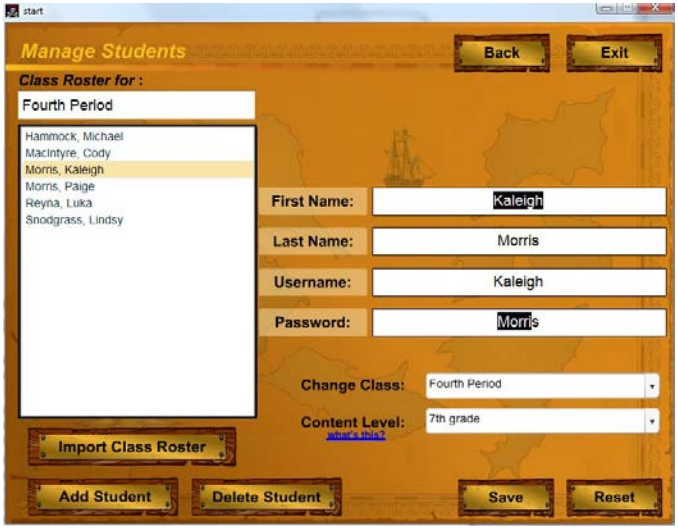
The Content Level represents the grade level of content presented to the students. The Mastery Level represents the percentage of correct answers your students must achieve before advancing to the next level. To change the Content and Mastery levels for an entire class:

1. Open the Create/Manage Classes screen.
2. Select the class you wish to change by clicking the class name in the left-side panel.
3. Select the desired levels from the Content Level and Mastery Level drop-down menus.
4. Click **Save**.

Changing the Content Level for a Student

You can customize the Content Level for individual students. To change the Content Level:

1. Open the Create/Manage Classes screen.
2. Select the student's class by clicking the class name.
3. Click **Manage Students.**
4. Select the student you wish to customize.
5. Select the new level from the Content Level drop-down menu.
6. Click **Save**.



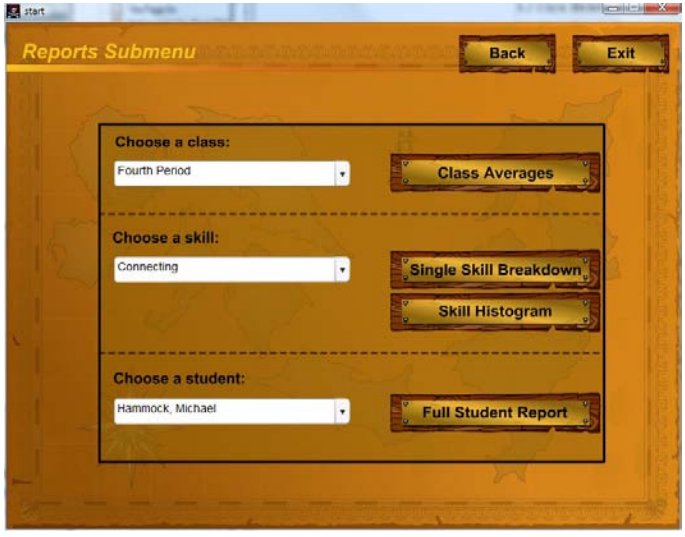
Deleting Students

To delete students:

1. Open the Create/Manage Classes screen.
2. Select the class from which you wish to delete a student.
3. Click **Add/Manage Students.**
4. Select the student you wish to delete.
5. Click **Delete Student**.
6. Click **Yes** in the confirmation box.

Viewing and Printing Reports

There are three reports built into Skill Level Up! that will help you track the progress of each student and class. These reports include: (1) Class Average, which shows the average for each class broken down by skill; (2) Single Skill Breakdown, which shows individual averages for each skill; and (3) Full Student Report, which lists the average of each skill individual students have completed.



Select **View Reports** from the Teacher Main Menu to view the Reports Submenu.

- To view the average of a class, choose that class from the Choose a Class drop-down menu and click Class Average.

- To view the mastery level, choose the skill you want to view from the Choose a Skill drop-down menu and click **Single Skill Breakdown**.
- To view the averages of an individual student, choose the desired student from the Choose a Student drop-down menu and click **Full Student Report.**

To print a report:

1. Open the report you want to print.
2. Click **Print**.

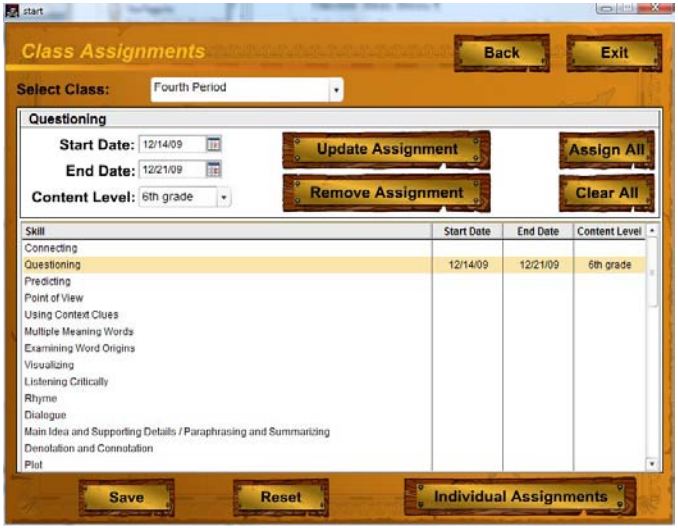
Creating and Editing Assignments

Rather than having students work through the story sequentially, you can have them complete any skill assignment in any order you prefer. You may want to give a particular assignment to an entire class or you may want to have a single student work on a skill he needs to master.

Working with a Class

To create and edit assignments for an entire class:

1. Select **Create/Edit Assignments** from the Teacher Main Menu.
2. Select the class you want to work with from the Select Class drop-down menu.
3. Select the skill you want to assign in the Skill List. Options for



setting a Start Date, End Date, and Content Level will appear.

4. After you change each option to fit your needs, click **Assign Skill.**
5. Click **Save**.

Note:

- You can remove an assignment by selecting it and clicking **Remove Assignment.**
- You can assign every skill assignment to an entire class by clicking **Assign All**. This will give a start date and end date to each assignment. Students can work through the assignments in any order they choose.

Working with a Student

To create and edit assignments for individual students:

1. Select **Create/Edit Assignments** from the Teacher Main Menu.
2. Select a class from the Select Class drop-down menu.
3. Click **Individual Assignments.** The Individual Assignments window will open.
4. Select a student by clicking his name in the Select Student drop down menu.
5. Select the skill you want to assign in the Skill List. Options for setting a Start Date, End Date, and Content Level will appear.
6. After you change each option to fit your needs, click **Assign Skill.**
7. Click **Save**.

Previewing the Story

You can preview the story and questions by clicking **Preview Story Mode** on the Teacher Main Menu. This will allow you to see everything in sequential order; just as the students do.

Previewing Specific Assignments

Preview any assignment, and the part of the story that goes with it, by clicking **Preview Direct Access** on the Teacher Main Menu. This will allow you to preview specific segments, rather than the entire story. This is helpful when you are creating assignments for classes or individual students.

Editing Your Information

You can edit your name, username, and password by clicking **Edit My Information on** the Teacher Main Menu.

4 Playing the Game

Skill Level Up! is a fun adventure where you will improve your reading and language skills. In The Legend of the Black Medallion, you will join Captain Tortuga and his crew on an exciting journey through mysterious islands in quest of a hidden treasure. There are two modes of game play.

Choosing a Mode of Play

Choosing Story Mode

In story mode, you follow the story through 20 chapters, discovering mysterious clues that lead you to a series of maps that reveal the various locations where the adventures take place.

Choosing Direct Access Mode

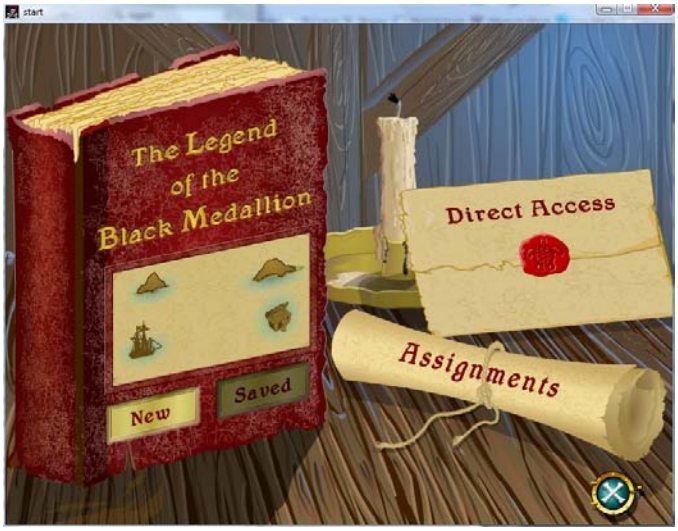
In direct access mode, you can access any of the activities, in any order, without having to watch the story and solve the clues.

Starting the Game

When the game starts, you will be at the log in screen. Enter the Username and Password your teacher gave you and click **Log In.**

Note: If you select **Play Games** instead of **Log In**, the system will not record any progress you make in the game.

Skill Level Up! will open a new screen that will contain up to four options for letting you play:



- **New** will start a new session from the beginning in Story Mode.
- **Saved** will open the game from where you left off the last time you played.
- **Direct Access** will let you play sections in any order.
- **Assignments** will list the assignments that your teacher created for you.

Navigating the Game

As the story unfolds, the narrator and on-screen instructions will tell you how to play. There are, however, several icons that will help you along the way:

Back will return you to the previous screen.

Exit will exit the program.

Help will access reference material to help answer the questions.

Dialogue Repeat will repeat the most recent instructions.

Maps will access the maps for navigating the adventure.

Book will access the story.

Review will access the lesson material just presented.

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